



# Rookie Programme

## Candidate Workbook 2019/20

***Please do not take workbook home***

Name \_\_\_\_\_

## The Rookie Programme

The Rookie Programme is an introductory program developed for 13 year olds wishing to become a Surf Lifeguard. The modules covered are designed to teach and enhance basic lifeguarding skills and provide valuable learning experiences as they proceed with training for their Surf Lifeguard Award.

It is important to remember the Rookie is not a qualified Surf Lifeguard and should not perform any type of rescue while participating in the program.

To graduate from the Rookie Programme all participants are required to undertake the various components of the program. The program will take approximately 25 hours (minimum) to complete during the season with most components running concurrent with existing club activities.

### Prerequisites:

- Must be a financial member of a Surf Life Saving Club
- Must be 13 years of age by the 1<sup>st</sup> October
- Must be able to swim 200 meters in a pool in under **4:30mins** - *Time to be signed off by a Club official*

### To be awarded the Rookie Certificate participants must:

- Participate in four patrols (no less than 12 hours in total)
- Complete all Rookie Lifeguard Log Book Modules

### Rookie Programme Time Line:

1. Parent, Mentor and Rookie Induction Session	1 hour	Recommended
2. Surf Club Induction	2 hours	Recommended
3. Beach Patrols and Log Book	12 hours	<b>Compulsory</b>
4. Surf Activities	5 hours	<b>Compulsory</b>
5. Rookie Activity Sessions	5 hours	Recommended
<b>Total</b>	<b>25 hours</b>	<b>Recommended</b>

### IMPORTANT

**A Rookie is NOT a qualified Surf Lifeguard and should NOT perform any type of rescue while participating in the program. Their names shall **NOT** appear on a Patrol Captains Patrol Form as a patrolling Lifeguard or where any of the Surf Lifeguard red and yellow uniform.**

# Rookie Surf Lifeguard Assessment Sheet

**Rookie Surf Lifeguard (name):** \_\_\_\_\_

## Log Book Component

		Completed ✓	Mentors Signature
Module 1	Health, Sun Smart & Conservation	( )	_____
Module 2	Surf & Swimming Skills	( )	_____
Module 3	Role of a Surf Lifeguard and Patrolling	( )	_____
Module 4	Signals, Flags & Radio Operations	( )	_____
Module 5	Rescue, Releases & Tube Rescue	( )	_____
Module 6	First Aid & Emergency Care	( )	_____
Module 7	Primary Survey & CPR	( )	_____
Module 8	Practical Surf Skills	( )	_____
	· Safety Check	( )	_____
	· Surf Swim with Fins	( )	_____
	· Rescue Board	( )	_____
Module 9	Patrol Equipment and Clubhouse	( )	_____
Module 10	Surf Lifesaving Club Structure and Culture	( )	_____

## Patrolling Component

	Date	Hours	PC Signature	Mentors Signature
Patrol 1	_____	_____	_____	_____
Patrol 2	_____	_____	_____	_____
Patrol 3	_____	_____	_____	_____
Patrol 4	_____	_____	_____	_____

## Rookie Programme

Log Book Component	Completed	YES/NO	<b>Compulsory</b>
Patrolling Component	Completed	YES/NO	<b>Compulsory</b>

**Club Rookie Coordinators Signature:** \_\_\_\_\_

# Module 1

## Health, Sun Smart and Conservation

### In Module 1 Rookies will:

- Develop an awareness of personal health whilst patrolling.
- Understand the importance of being sun smart.
- Develop an understanding of conserving and respecting our beach environments and its wildlife.

### Assessment Criteria

#### Discussion Components:

- Discuss safety issues relating to sunburn, skin cancer and its prevention. "SLIP, SLOP, SLAP and WRAP" ( )
- Discuss the importance of keeping well fed and hydrated while on patrol. ( )
- Discuss the effects and prevention of hypothermia and hyperthermia. ( )
- Discuss the importance of wearing gloves and using face masks to help protect against infectious diseases. ( )
- Discuss the importance of respecting and conserving the beach environment and its wildlife. ( )

#### Practical Components:

- Rookie must demonstrate being sun smart. ( )
- Rookie will be able to locate facemasks and disposable gloves in first aid kits and first aid room. ( )
- Demonstrate respect for the beach environment E.g. pick up litter, remove broken glass from public areas and awareness of sand dune protection programs in their area. ( )

**Mentor Signature:** \_\_\_\_\_

**Patrol Captain Signature:** \_\_\_\_\_

*Please remember to sign off this module in the Rookie Lifeguard Assessment Sheet*

## Module 2

### Surf & Swimming Skills

#### In Module 2 Rookies will:

- Develop an awareness of different surf and beach conditions.
- Further develop an awareness and knowledge of the surf zone and other aquatic characteristics.
- Develop practical skills for the surf environment.

### Assessment Criteria

#### Discussion Components:

##### Waves, Tides, Rips and Holes

- Describe what causes waves. ✓
- Describe the four types of waves: Spilling, dumping, surging and shore break ( )
- Describe how the four types of waves are formed (spilling, dumping, surging and shore break). ( )
- Describe what causes the tides. ( )
- Describe what causes a rip. ( )
- Describe the methods of escaping a rip or current. ( )
- Describe the negotiation of shoreline and surf for the quickest, most direct course behind the break. ( )

#### Practical Components:

- Display wading ability. ( )
- Display ducks diving ability. ( )
- Display the ability to hold onto the seabed under larger waves. ( )
- Display body surfing skills i.e. catching a wave. ( )
- Display the ability to swim with fins. ( )
- Identify a rip, sandbar, holes and different wave types. ( )

**Mentor Signature:** \_\_\_\_\_

**Patrol Captain Signature:** \_\_\_\_\_

*Please remember to sign off this module in the Rookie Lifeguard Assessment Sheet*



## Module 3

### Role of a Lifeguard and Patrolling

#### In Module 3 Rookies will:

- Develop an awareness of what constitutes a patrol and what is expected from patrol members.
- Learn the fundamentals of how lifeguards protect themselves against potential hazards.
- Learn how to identify potential victims on the beach and in the water.
- Participate in setting up and closing down a patrol.

### Assessment Criteria

#### Discussion Components:

- Discuss the patrolling season dates and times. ( ) ✓
- Discuss the Patrol Operations Manual its purpose and how it is used. ( )
- Discuss the duties of each patrol member and allotted tasks while on duty. E.g. Patrol Captain, IRB Driver, Radio Operator etc. ( )
- Discuss all equipment used during patrol, where this equipment is kept and its application in patrolling. ( )
- Discuss the types of hazards commonly found at the beach or aquatic environments and how lifeguards protect themselves and the public from the following:
  - Biological hazards
  - Natural hazards
  - Environmental hazards
  - Personal hazards ( )
- Discuss the purpose of gathering and recording statistics and documentation that is required to be completed on Patrol. ( )
- Discuss victim identification on the beach and in the water. ( )

#### Practical Components:

- Identify potential hazards in the potential beach and aquatic environment and what measures to take to protect themselves and the public E.g. "Slip, Slop, Slap, and Wrap", where disposable gloves are located and removing hazards from the beach ( )
- Participate in setting up a patrol and equipment check. ( )
- Participate in patrolling at the flags, on a mobile patrol and from the tower. ( )
- Help undertake a preventative action. ( )
- Answer a question from each of the three sections of the POM (open book). ( )
- Assist to fill out a Patrol Captains Report Form and an Incident Report Form. ( )
- Identify some potential victims on the beach and in the water. ( )
- Help close down the patrol and clean and check equipment. ( )

**Mentor Signature:** \_\_\_\_\_

**Patrol Captain Signature:** \_\_\_\_\_

*Please remember to sign off this module in the Rookie Lifeguard Assessment Sheet*

## Module 4

### Flags, Signals & Radio Operation

#### In Module 4 Rookies will:

- Develop an awareness of radio operation, care and maintenance.
- Understand the correct procedures and language for using the radio.
- Develop an understanding of the flags and signage used on patrol.
- Develop an understanding of signals and why they are used.

#### Assessment Criteria

##### Discussion components:

##### Flags & Signals

- Discuss the different types of flags used in Surf Life Saving. ( ) ✓
- Discuss the different signage used on a patrol. ( )
- Discuss the different signals and when and why they are used. ( )

##### Radios:

- Describe why we use radios on patrol. ( )
- Describe the types of radio used (base set, hand held, digital). ( )
- Discuss the radio network system used in your area. ( )
- Discuss the use of correct language on the radio i.e. over, out and call signs. ( )
- Discuss the role the radio network operator plays in your area. ( )
- Discuss the Radio Channels specific to your clubs' area and region ( )
- Discuss the maintenance and care of radios, including immersion of a radio in water. ( )
- Discuss the use of a Radio in an Emergency and the 4 P's. Position, Problem, People, Progress ( )

##### Practical Components:

- Set up the radios for patrol. ( )
- Identify different parts on a radio. ( )
- Perform a normal conversation using a radio. ( )
- Perform a daily beach report to your radio network operator (if applicable to your region) ( )
- Perform an emergency radio report using the 4 P's ( )
- Identify the different flags used by Surf Life Saving and their purpose. ( )
- Under the guidance of the Patrol Captain, place patrol flags on the beach. ( )
- Hoist and lower the clubhouse and BP IRB flag. ( )
- Be able to recognise the signals. ( )
- Under guidance from the Patrol Captain place safety signs in the appropriate locations on the beach. ( )

**Mentor Signature:** \_\_\_\_\_

**Patrol Captain Signature:** \_\_\_\_\_

*Please remember to sign off this module in the Rookie Lifeguard Assessment Sheet*

## Module 5

### Rescue and Releases, Tube Rescue, Board Rescue

#### In Module 6 Rookies will:

- Develop introductory rescue skills in aided or unaided approaches.
- Introduce Rookies to the techniques and methods of performing a rescue.

#### Assessment Criteria

##### Discussion Components:

- Discuss the importance of self preservation and risk vs. gain in a rescue situation. ✓ ( )
- Discuss the methods and equipment used for performing rescues. ( )
- Discuss the tube rescue in detail, including putting on the tube and fins, entering the water, approaching the victim and returning to shore. ( )
- Discuss the purpose and techniques used for the blocking and escaping from victims. ( )
- Discuss the Board Rescue in detail, including negotiating surf, approaching patient, retrieving patient and returning to shore ( )
- Discuss what to do during a mass rescue. ( )
- Discuss how to support a patient when being hit by a wave. ( )
- Discuss the single person drag. ( )

##### Practical Components:

- Perform a tube rescue with fins (scenario). ( )
- Perform a Board Rescue pick up with conscious patient ( )
- Demonstrate blocking techniques from a patient. ( )
- Demonstrate the techniques of a single person drag. ( )
- Place the patient in the recovery position. ( )

**Mentor Signature:** \_\_\_\_\_

**Patrol Captain Signature:** \_\_\_\_\_

*Please remember to sign off this module in the Rookie Lifeguard Assessment Sheet*



## Module 6

### First Aid & Emergency Care

#### In Module 6 Rookies will:

- Develop an understanding of basic first aid procedures.
- Learn to put personal safety first before a victim's.
- Become familiar with the contents of the first aid room and equipment/dressing available etc.

#### Assessment Criteria

##### Discussion Components:

- Discuss the first aid incidents that are likely to occur at the beach and how to treat them. ( ) ✓
- Discuss the importance of self-safety first; i.e. site survey and wearing gloves etc. ( )
- Discuss basic signs, symptoms and management of the following:  
Elements of the RICED principle of treatment, bleeding, asthma, hypothermia, heat exhaustion, shock and management of stings and sprains. ( )

##### Practical Components:

- Perform the four elements of RICED. ( )
- Practice placing the patient in the recovery position. ( )
- Practice putting a sling on and bandages on a patient. ( )
- Practice managing external bleeding ( )
- Demonstrate knowledge of the first aid room and its contents. ( )

**Mentor Signature:** \_\_\_\_\_

**Patrol Captain Signature:** \_\_\_\_\_

*Please remember to sign off this module in the Rookie Lifeguard Assessment Sheet*

## Module 7

### Primary Survey and CPR

#### In Module 7 Rookies will:

- Develop an awareness of the DRSABCD procedure.
- Develop an understanding of airway management techniques.
- Develop basic knowledge of resuscitation techniques.

### Assessment Criteria

#### Discussion Components:

- Discuss the components and principles of the DRSABCD procedure with special attention to safety: "D" of DRSABCD ( ) ✓
- Discuss the importance of maintaining an open airway on an unconscious patient. ( )
- Discuss the correct techniques for CPR. ( )
- Discuss the differences for adult and child CPR. ( )
- Discuss the CPR procedure if alone ( )

#### Practical Components:

- Perform basic patient assessment i.e. DRSABCD. ( )
- Demonstrate basic CPR techniques. ( )
- Place the patient in the recovery position. ( )
- Be able to locate oxygen equipment and AED (if applicable) in the club house. ( )

**Mentor Signature:** \_\_\_\_\_

**Patrol Captain Signature:** \_\_\_\_\_

*Please remember to sign off this module in the Rookie Lifeguard Assessment Sheet*

## Module 8

*Important: modules 1-7 must be completed prior to starting this module*

### Practical Surf Skills

#### In Module 8 Rookies will:

- Develop skills to negotiate surf with equipment. This shall include swimming with fins and using various rescue, sport and recreational craft and equipment.
- Develop skills to catch unbroken waves E.g. Body surfing and on a Rescue Board.
- Develop an understanding of the care and maintenance of rescue and sport equipment and the importance of doing so.

### Assessment Criteria

#### Discussion Components:

- Discuss the importance of carrying, not dragging all surf equipment. ( ) ✓
- Discuss club rescue and sport equipment and its cost to replace and maintain. ( )
- Discuss the importance of checking all equipment before taking it into the water or putting out on patrol. Should include waxing, checking of leashes, handles and looking for damage. ( )
- Discuss negotiating surf and the best practice for getting out the back. ( )
- Rips, holes, lulls and off shore winds should be covered. ( )
- Discuss the importance and advantage of surf fins (flippers) when surf swimming or rescues. ( )
- Discuss the basics of catching unbroken waves. The Rookie should become familiar with the following wave terms. Peak, trough, face and explain when and how to catch an unbroken wave. ( )

#### Practical Components:

*Must be supervised by Mentor or Patrol Captain in surf in less than one meter*

#### Safety Check

- Perform a basic inspection and safety check of the following equipment: swim fins, rescue tube, rescue board, or surfboard. ( )

#### Surf Swim with Fins

- The Rookie shall with the aid of swim fins and towing a rescue tube, swim to beyond the break and give the *OK signal*. The Patrol captain or Mentor shall respond with a *Message Understood signal* and then the *Return to Shore signal*.
- On receiving this signal the Rookie shall catch an unbroken wave and ride it as far back to the beach as possible. ( )

#### Rescue Board

- The Rookie shall knee paddle a rescue board to beyond the break and give the *OK signal*. The Patrol Captain or Mentor shall respond with the *Message Understood signal and the either/or Go Right, Go Left, Proceed Further Out to Sea signals*. Once two or more of these signals have been understood and completed the Patrol Captain or Mentor shall give the *Return to Shore signal*. ( )

On receiving this signal the Rookie shall respond with the *Message Understood signal* and catch an unbroken wave all the way to the shore.  
Loss of the Rescue Board will mean that this component will have to be attempted again.

( )

**Mentor Signature:** \_\_\_\_\_

**Patrol Captain Signature:** \_\_\_\_\_

*Please remember to sign off this module in the Rookie Lifeguard Assessment Sheet*



## Module 9

### Patrol Equipment and Clubhouse

#### In Module 9 Rookies will:

- Develop knowledge of all patrol equipment, its care, maintenance and storage
- Develop an understanding of the importance of clubhouse pride and cleanliness
- Develop an understanding of the coastal environment in relation to salt and sand and its effect on the clubhouse and its equipment.
- Develop an understanding of the cost of equipment and the importance of maintenance and correct use.

#### Assessment Criteria

##### Discussion Components:

- Discuss the damage salt causes the clubhouse and its equipment. ✓  
( )
- Discuss the abrasive nature of sand and the importance of carrying, not dragging all surf equipment and its cost to replace and maintain. ( )
- Discuss the importance of checking all equipment before taking it into the water or putting on patrol. Should include waxing, checking of leashes, handles and looking for damage. ( )
- Discuss the role the IRB plays on patrol. ( )
- Discuss the basic features of an IRB. ( )
- Discuss the importance of wearing floatation devices when using the IRB. ( )

##### Practical Components:

- Locate all equipment required to set up a Patrol this should include, Patrol Operations Manual (POM), tubes, clubhouse flags, patrol flags and poles, quads, mobile towers, signage etc. ( )
- Identify damage around the clubhouse caused by sand and salt and discuss how this could have been prevented. ( )
- Check all rescue equipment and identify any wear and tear. ( )

**Mentor Signature:** \_\_\_\_\_

**Patrol Captain Signature:** \_\_\_\_\_

*Please remember to sign off this module in the Rookie Lifeguard Assessment Sheet*

# Module 10

## Surf Lifesaving Club Structure and Culture

### In Module 10 Rookies will:

- Develop an awareness of the importance of personal commitment to a clubs rescue service.
- Develop an awareness of how surf clubs are structured and what is required to run a club.
- Further develop an awareness and knowledge of the role Surf Lifesaving Clubs play in the community.
- Develop an awareness of the awards available and career paths available for a Surf Lifeguard.

### Assessment Criteria

#### Discussion Components:

- Identify and discuss the differences between volunteer and professional lifesaving services. ( ) ✓
- Discuss the importance of Surf Life Saving in the community and the value of the service we provide. ( )
- Discuss the committee structure and roles each member plays in the club I.e. Club Captain, President etc. ( )
- Discuss the history of the club, the region, and the life saving movement in New Zealand in general. ( )
- Discuss the importance of Surf Sports in the Surf Lifesaving movement and how participation can benefit the whole movement. ( )

#### Practical Components:

- Introduce rookies to club and committee members. ( )
- Ensure that Rookies are familiar with club rules and regulations. ( )
- Explain how the Patrol Roster in your club works and where to obtain a copy. ( )

**Mentor Signature:** \_\_\_\_\_

**Patrol Captain Signature:** \_\_\_\_\_

*Please remember to sign off this module in the Rookie Lifeguard Assessment Sheet*



Notes Page:

*In it for life*